

**\*\*\*CAREER OPPORTUNITY\*\*\***

**THE UNITED STATES DISTRICT COURT  
DISTRICT OF DELAWARE**

**POSITION:** Case Manager

**ANNOUNCEMENT:** 04-04

**LOCATION:** Boggs Courthouse, 844 King Street, Wilmington, Delaware

**SALARY/TARGET GRADE:** \$29,799 - \$64,735 (CL 24 - CL 27)

**OPENING DATE:** May 10, 2004

**CLOSING DATE:** Until Closed

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**POSITION OVERVIEW:**

The case manager serves as the Clerk's Office representative in the assigned Judge's chambers and courtroom. He or she:

- Manages Judge's cases by calendaring and regulating their movement, monitoring the filing of pertinent documents and timely responses to judicial orders, and setting dates and times for hearings, trials and conferences. Keeps Judge and immediate staff informed of case progress.
- Screens and reviews pending civil cases to insure that all records and reference material are available for use by the Judge and counsel. Makes recommendations to Judge and chambers staff.
- Performs both docketing and case management for criminal cases, and provides back-up docket support for civil cases.
- Periodically attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings, and prepares minute entries.
- Drafts judgments, letters and other documents for the Judge's approval.
- Acts as liaison among the Clerk's Office, the bar and the Judge to insure that cases proceed smoothly and efficiently. Serves as the primary source of information on scheduling conferences, hearings, trials and other case processes.
- Performs other duties as assigned, including reception/secretarial functions as needed.

**QUALIFICATIONS:**

Applicants for this position should possess 1 - 3 years of experience consisting of the routine use of keyboard skills and use of specialized terminology, and ability to apply a body of rules, regulations, directives, or laws. Applicants must display initiative and be able to deal effectively with the District Judges, co-workers, public, and the Bar. The individual selected must be able to understand the rules and regulations of the Court. He or she must also possess the ability to handle several additional functions of the Clerk's Office not directly related to this position. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

## **EDUCATION & EXPERIENCE:**

Preferred skills may include substantial and significant experience in a directly related field, the completion of a degree in a law or business related field, or knowledge/credits received while pursuing a law degree. Proficiency in both WordPerfect and Microsoft Excel is also preferred.

Please Note: Transcripts may be required for verification prior to the start of employment.

## **BENEFITS:**

The United States District Court for the District of Delaware offers a generous benefit's package to full-time permanent employees which includes:

- **10** Paid Holidays
- **13** Days Paid Vacation ( for the first three years )
- **20** Days Paid Vacation ( after three years )
- **26** Days Paid Vacation ( after fifteen years )
- Medical Coverage
- Long Term Care Insurance
- Commuter Benefits
- Paid Sick Leave
- Retirement Benefits
- Life Insurance Plan Options
- Thrift Savings Plan
- Credit Union Participation
- Medical/Dependant care Reimbursement Accts.

Note: some benefits require a waiting period.

## **INFORMATION FOR APPLICANTS:**

Submit resumes to: **Personnel, 844 King Street, Lock Box 18, Wilmington, Delaware, 19801-3570**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Due to the volume of applications received, the United States District Court will only communicate to those individuals who will be tested or interviewed for open positions. If you are not notified by us, another candidate within the recruitment having more experience or higher qualification was selected.

The final candidate will be subject to a record check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the District Court.

The District Court will maintain position opening applications or resumes on file for future job openings and to quantify applicant data for statistical reporting requirements.

*If you have any questions regarding this announcement please contact our Personnel Specialist on (302) 573-6170.*

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer